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# memorandum

*Science and Technology Base Programs  
Education Program Office (STB/EPO)*

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## Annual Student Transcript and Salary Review Process

The annual student transcript and salary review process will take place between March and May of 2006.

Students' official transcripts, including fall grades and spring enrollment, are due to STB-Education Program Office by February 17, 2005. Official transcripts should be sent to:

Brenda Montoya  
Los Alamos National Laboratory  
MS M709  
P.O. Box 1663  
Los Alamos, NM 87545

Unofficial transcripts will not be accepted. Students submitting a late transcript are not eligible for retroactive salary increases. Transcripts should only be sent to the address above. Sending them elsewhere could cause a delay in a student's raise or result in a lost transcript. Students should verify that transcripts have been received by the Education Program Office by emailing Brenda Montoya at [bmontoya@lanl.gov](mailto:bmontoya@lanl.gov).

## Clarifying Information

1. High school cooperative, Post-Baccalaureate, and Post Master's students are not required to submit a transcript.
2. **Official** transcripts are required and must include the student's name, institution name, grade point average (semester and cumulative) and declared major.
3. Although students are required to take a minimum of 9 (undergraduate) or 6 (graduate) credit hours or equivalent each semester during the academic year, taking the minimum required may prevent students from receiving an annual raise. Raises are based on the number of credit hours completed towards a student's degree.
4. Salary increases will be effective in May based on a student's return date and compliance with the transcript submission deadline.
5. Students may not be eligible to participate in the Laboratory's 9/80 program if transcripts are not received.
6. Students who fail to meet these requirements will not receive a pay increase and will no longer be able to participate in the Laboratory's Student Internship Programs.

The transcript review process enables the Education Program Office to monitor a student's eligibility and ensure academic progression. Students' appointment dates will be extended providing eligibility requirements have been met and academic progression is shown.

### **Reminders**

1. Undergraduate students are required to maintain a minimum of 9 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program.
2. Graduate students are required to maintain a minimum of 6 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program. Graduate students who have completed their coursework are eligible to work full-time during the academic year providing they submit proof of enrollment showing thesis/dissertation course work.
3. Exceptions to the work time or credit hour requirements will be addressed on an individual basis by the Education Program Staff and the Student Programs Advisory Committee. The exception process can be located at: <http://int.lanl.gov/education/spac/exc.shtml>
4. Students participating in the Electro-Mechanical Technology Program, Materials Science Technician Program, Machinist Apprenticeship Program, CFO and SUP MBA program, Post Baccalaureate, Post Master's Degree programs and GRA students working on a thesis or dissertation are excluded from the 30 hour per week work restriction.
5. Students are eligible to work 40 hours during the holiday and spring break, with management approval.
6. Summer is not considered part of the academic year, so there are no requirements for taking classes and students may work full-time.
7. Questions about tuition reimbursement should be directed to Dixie Paternoster at 7-0386 or [Dixie@lanl.gov](mailto:Dixie@lanl.gov).

Students who are enrolled in Certificate Programs should contact Brenda Montoya at [bmontoya@lanl.gov](mailto:bmontoya@lanl.gov)

Please contact Brenda Montoya at 667-4866, [bmontoya@lanl.gov](mailto:bmontoya@lanl.gov) or Carole Rutten at 665-5194, [crutten@lanl.gov](mailto:crutten@lanl.gov) if you have any questions about this or any other student program issue.